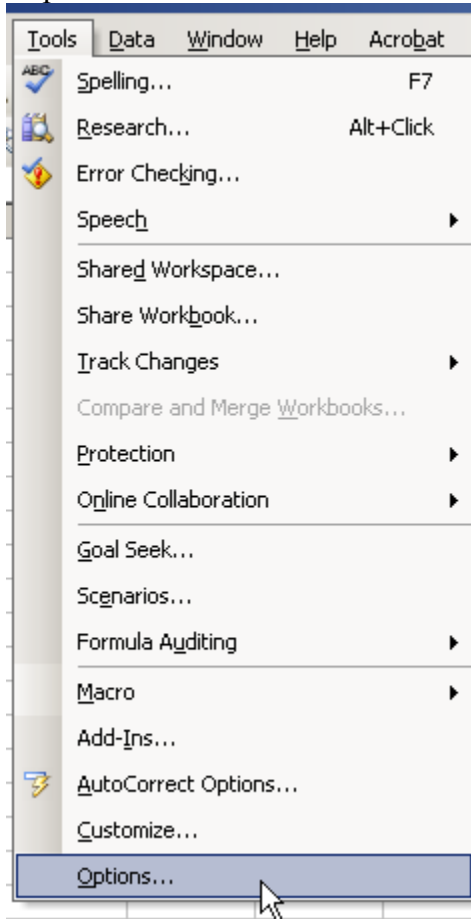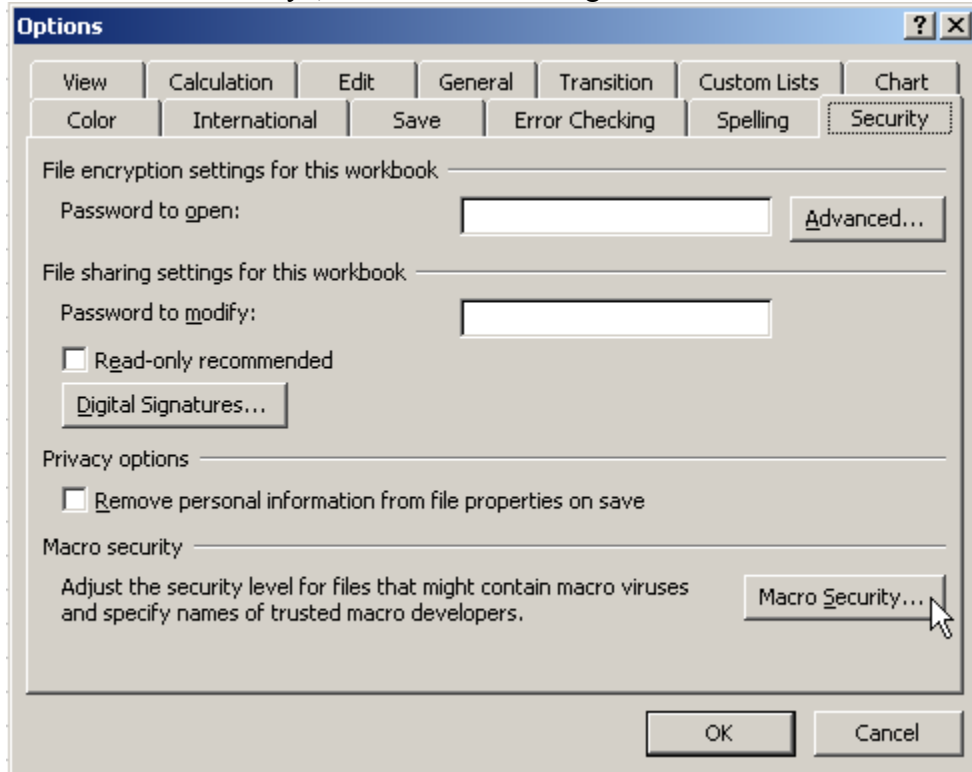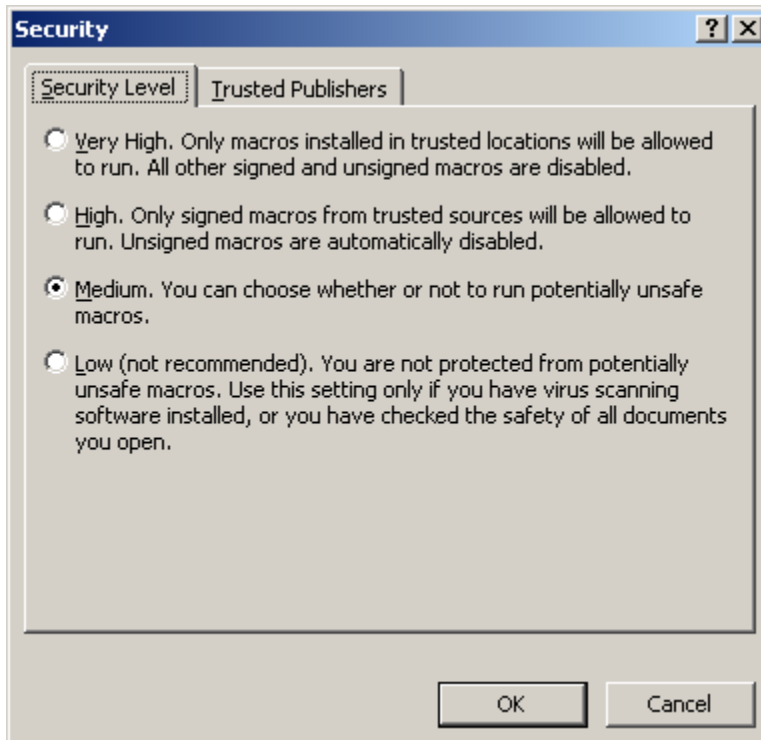This is a short, illustrated introduction to security setting for Macros in Microsoft Excel 2003 and 2007. We first do Excel 2003. Under the Tools menu pad is found the choice "Options".
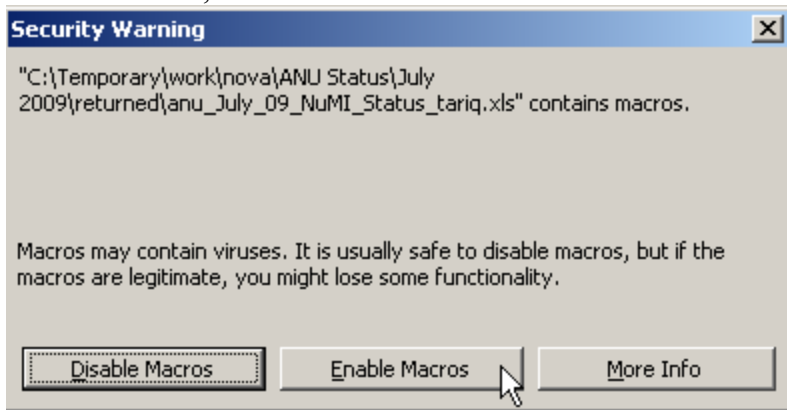
Tools	Data	Window	Help	Acrobat
Spelling...				F7
Research...				Alt+Click
Error Checking...				
Speech				▶
Shared Workspace...				
Share Workbook...				
Track Changes				▶
Compare and Merge Workbooks...				
Protection				▶
Online Collaboration				▶
Goal Seek...				
Scenarios...				
Formula Auditing				▶
Macro				▶
Add-Ins...				
AutoCorrect Options...				
Customize...				
Options...				

Below is shown the Options window with the "Security" tab selected. There is a button called "Macro Security", which we utilize to get to the next window.

We now get to the window of interest for Macro security settings. In my case I choose "Medium".
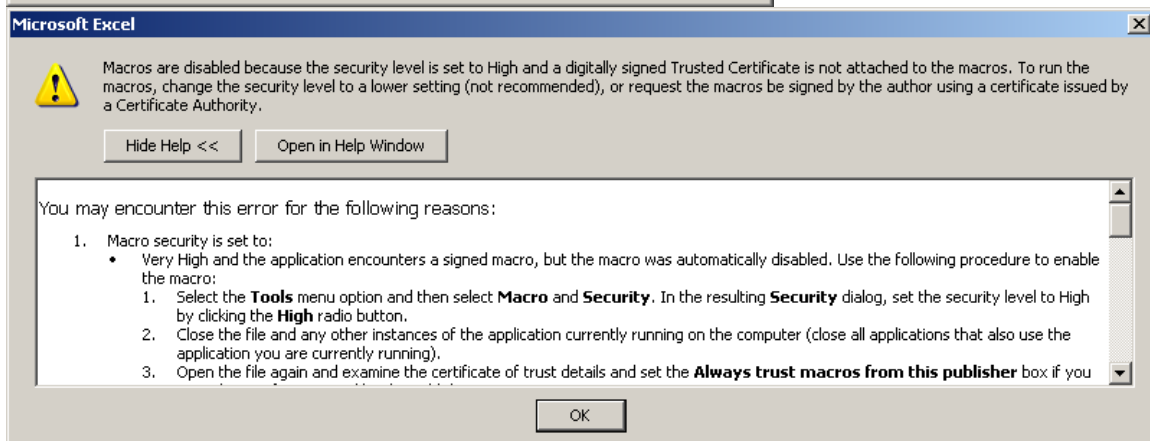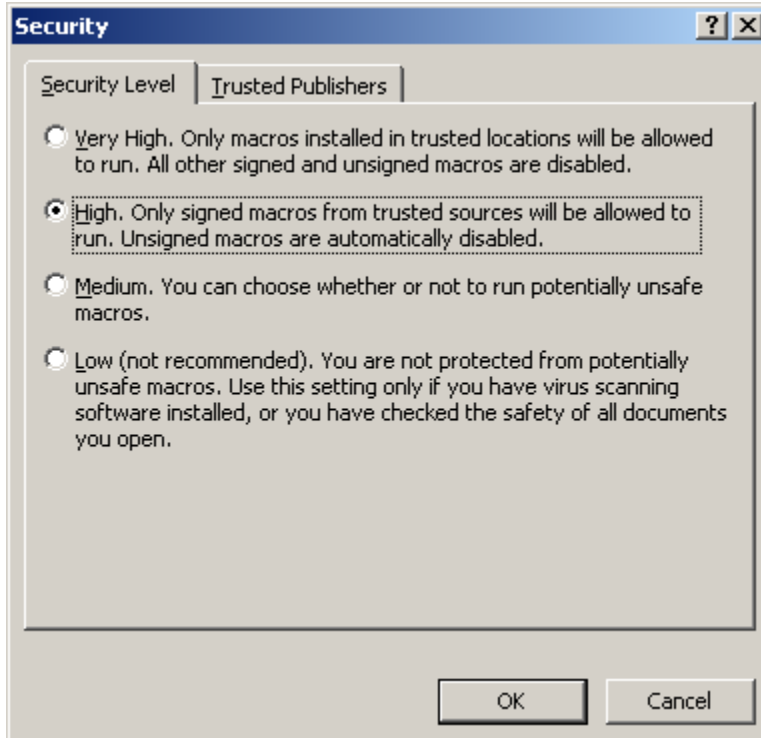
When I open up a MS Excel workbook that has macros, I get the following window. I have a choice between enabling or disabling macros in that workbook. The status request workbooks used for ANU statusing have several macros that aid the user in making sensible entries, so the choice in that case would be to enable the macros.
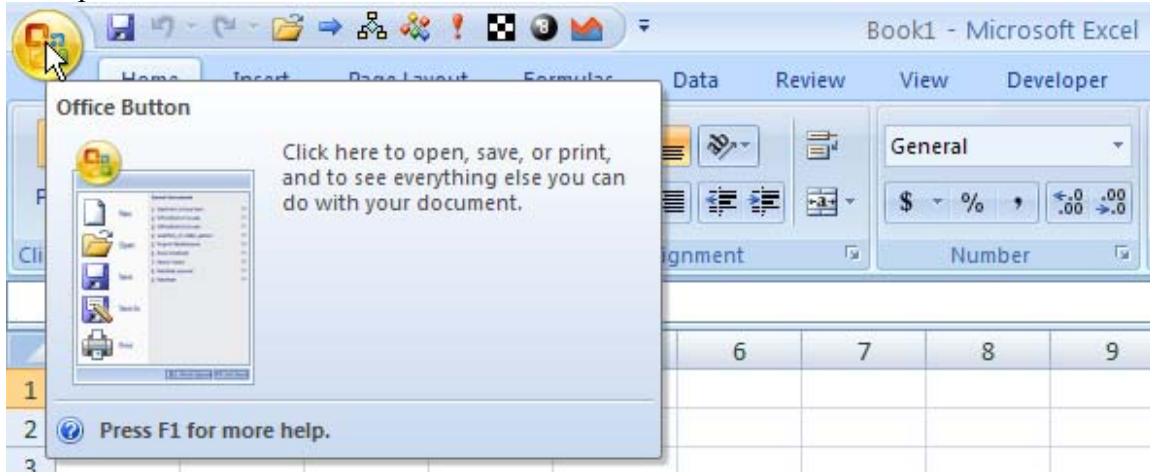

If the macros aren't enabled, you will see something like the following in Column X when you make a change to dates or %. The entry in Column X will be "#NAME?". This indicates that the macro isn't working.
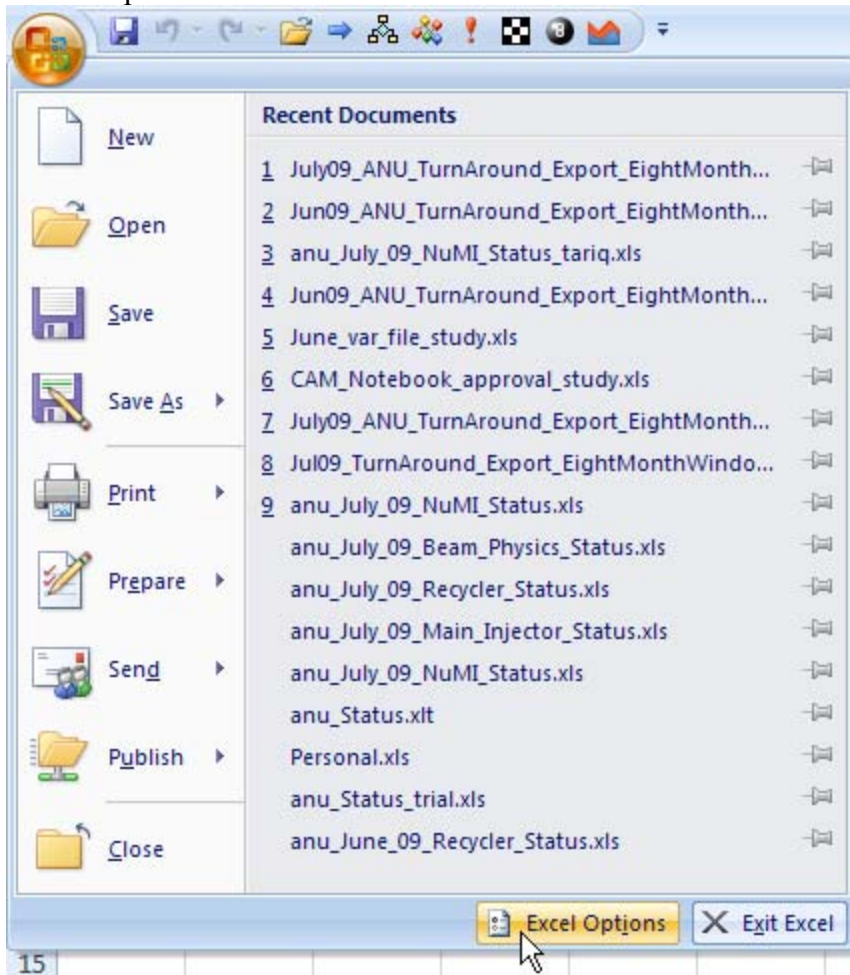
Below I illustrate what happens if the macro security setting is "High" and you open up a workbook with macros in it.
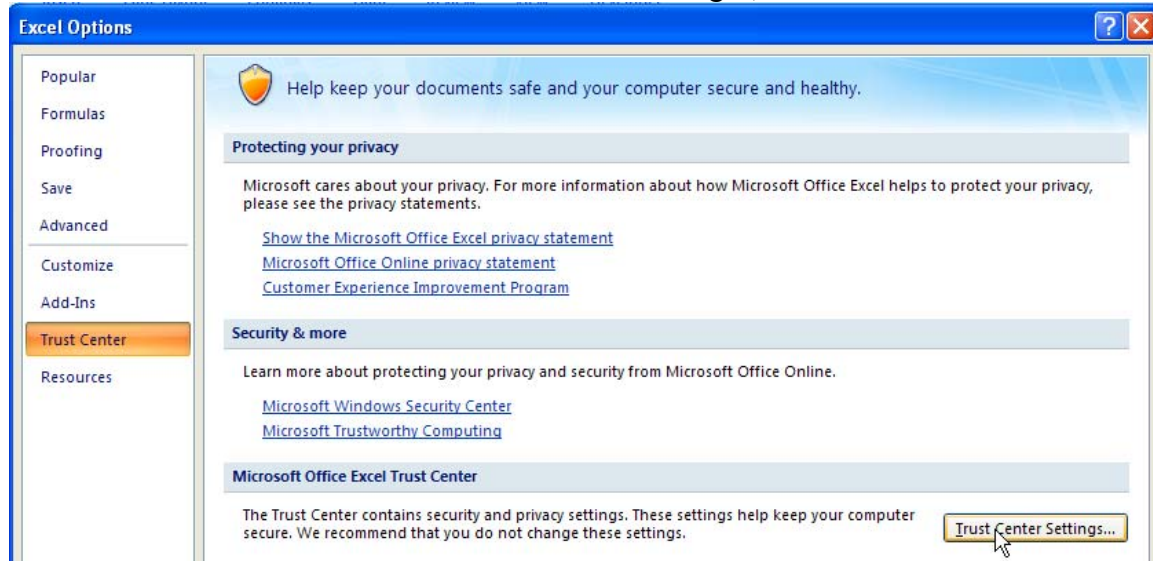
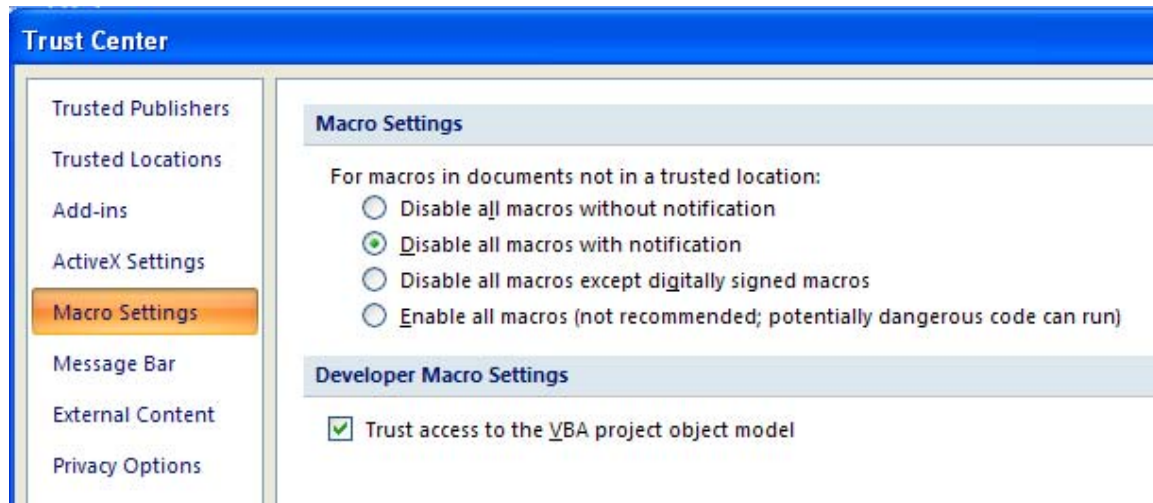Next I illustrate the case of MS Excel 2007. To set options in this case, use the button at the top left.

The next window that appears is shown below. At the bottom right there is a button for "Excel Options".
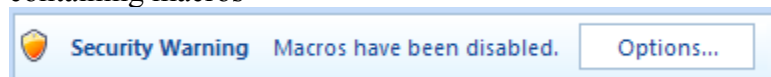
Once you choose "Excel Options" you see choices on the left hand side. I have chosen "Trust Center". That has a button "Trust Center Settings", which is our next choice.
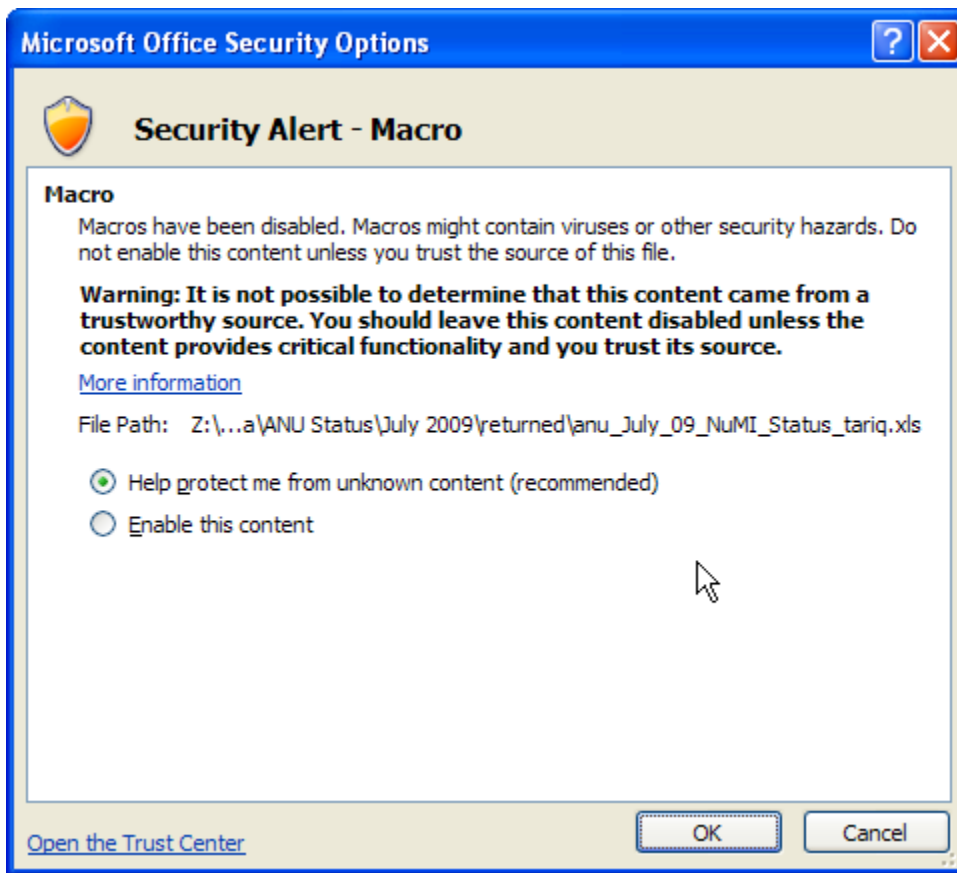

Here we see the Macro Settings. I made the choice "Disable all macros with notification".

With that choice, I get something that looks like the following if I open up a workbook containing macros

If I click on the "Options" button, the following appears

And now I can make the choice to Enable the macros in the workbook. I might also get the following window